



TECHNICAL NOTE

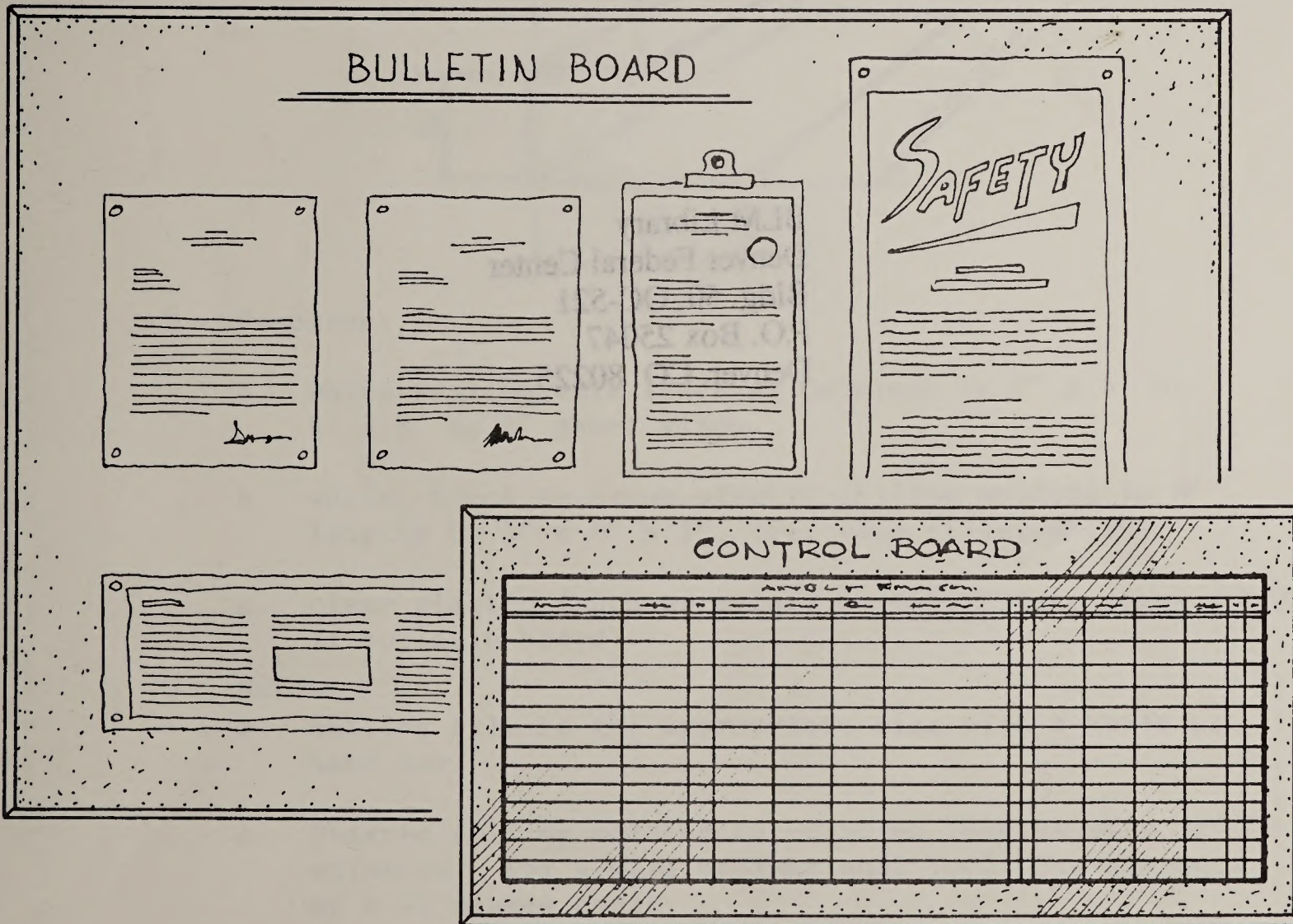
U.S. DEPARTMENT OF THE INTERIOR - BUREAU OF LAND MANAGEMENT
BULLETIN/CONTROL BOARD

by

LE ROY HESER

RAWLINS DISTRICT -- WYOMING

Simple, inexpensive, and easy-to-make bulletin or control boards are recommended for optional use by Bureau offices.



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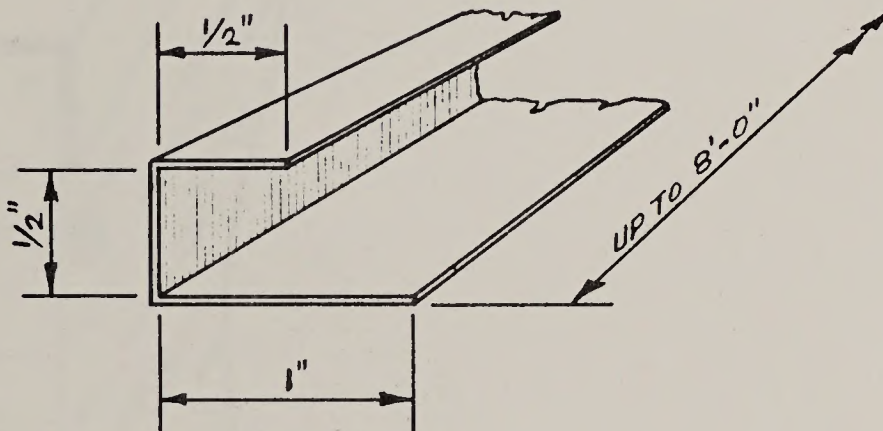
Background:

Bulletin or Control boards are normally purchased from GSA or a supply schedule vendor or made by the office handyman. Depending on size, cost can range from \$50 to \$500. However, they can be easily made for under \$15 with ceiling tile, plastic ceiling molding, and clear plastic.

The ceiling tile is used in place of cork when making bulletin boards. The plastic ceiling molding is used for trimming both boards. The clear plastic is used to cover the face of the ceiling tile when making a control board.

Construction Steps:

1. Determine size of board(s) needed. (Recommend that the boards within an office be of the same size.)

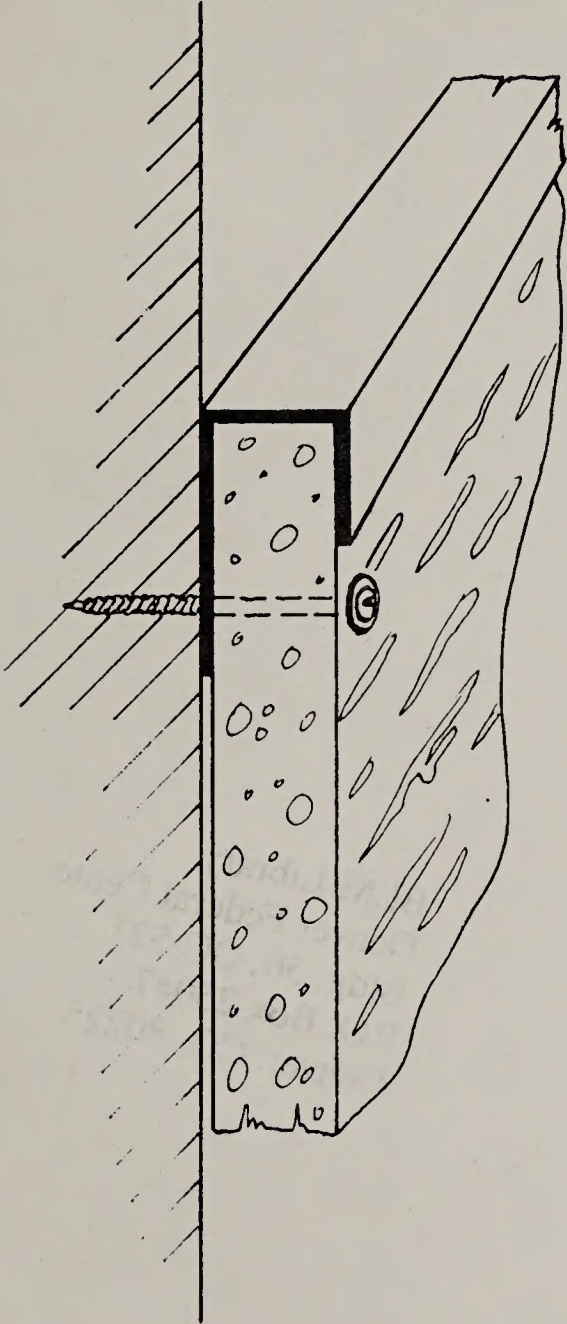


2. Purchase:
 - a. white ceiling tile (such as Celotex) in 2' x 4' or 4' x 8' by $\frac{1}{2}$ " sheet sizes.
 - b. white, black or brown plastic ceiling molding in 8' lengths by $\frac{1}{2}$ " x $\frac{1}{2}$ " x 1", i.e. (See illustration)
 - c. clear plastic (such as mylar) in appropriate sizes (omit if bulletin board).
3. Cut:
 - a. ceiling tile to the appropriate size with a knife or hand saw.
 - b. Plastic ceiling molding to required lengths with office scissors. For a more professional look, cut the ends at a 45 degree angle.
 - c. clear plastic to the appropriate size with knife and straight edge (omit if bulletin board).

4. Assemble by:

- a. covering the face of the ceiling tile with clear plastic (omit if bulletin board).
- b. slipping plastic ceiling molding over the edge of the ceiling tile and the clear plastic when used. Glue if desired.

5. Mount or hang on the wall as appropriate.



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